

DOCUMENTATION REPORT
of
Compliance with Accreditation Regulations in Rule 10

Approved Nonpublic Secondary Schools (Middle Schools and High Schools)
Applying for Accreditation
in 2009-10

Purpose: Completion of this report provides partial documentation of compliance with the accreditation requirements in Rule 10 (Regulations and Procedures for the Legal Operation of Schools). This Documentation Report, along with a Visitation Team Report, will be used to prepare a recommendation to the State Accreditation Committee and the State Board of Education to reclassify your school as accredited for school year 2010-11.

Directions: Read each regulation in full in Rule 10. Then please attach copies of specified documents and provide other information requested herein. The information and documentation provided for this report should pertain to the 2009-10 school year

Submit To: Accreditation and School Improvement
Nebraska Department of Education
P.O. Box 94987
Lincoln, NE 68905

Date Due: November 1, 2009

INFORMATION ABOUT THE SCHOOL

School _____ Address _____

Town _____ Zip _____ Phone () _____

County _____ Area/Diocesan Superintendent _____

Principal _____ Phone () _____

Address of Principal: (If different from school address) _____

Grade levels included in the school: _____

Number of students: _____

Number of teachers (full-time equivalency): _____

PART I. ATTACHMENTS

PLEASE ATTACH AND LABEL COPIES OF THE FOLLOWING DOUCMENTS:

- A. Mark as Exhibit A: (Certification) See Rule 10:
- ☐ Certificate held by the Superintendent.....(008.05A)
 - ☐ Certificate held by Principal.....(008.03A and 008.04A)
 - ☐ Certificate held by Library/Media staff (007.04A and 007.04B)
 - ☐ Certificate held by Guidance Counselor or Clergy(007.04 – 007.05E)
- B. Mark as Exhibit B: (Board Policies)
- ☐ Policy that describes the 1080 hour school year(012.01B)
 - ☐ Policy for excusing students.....(012.01B)
 - ☐ Purposes and goals for the school (009.01)
 - ☐ If applicable, athletic policy for middle grades(004.03C)
- C. Mark as Exhibit C: (School Schedules for 2009-10)
- ☐ The calendar for school year (003.06)
 - ☐ In-service schedule for teachers(007.07A)
 - ☐ Instructional Program Schedule (Please indicate on the schedule
the number of days that school is in session).....(004.03A – 004.04B8)
- D. Mark as Exhibit D: (Curriculum Guide Sample Pages)
- ☐ Sample pages from the curriculum guides for each curriculum area.
Include curriculum guide samples showing written composition
objectives (004.02A, 004.03A, 004.04B)
- E. Mark as Exhibit E: (Library Media)
- ☐ List of magazine subscriptions purchased this year(006.01C, 006.01D)
 - ☐ List of library media titles acquired this year
(or within the last year.)(006.01B)
- F. Mark as Exhibit F: (School Performance)
- ☐ The local written report of student performance and school
demographics.....(010.01A)
 - ☐ Follow-up study of high school graduates(009.01A2)

PART II. OTHER

- 003.05 How many credit hours are required for graduation?
- 012.01A Were the board policies updated within the past year?.....
Is a copy of the policies in the school?
- 004.01A Is a copy of the school goals in the school?
Does each certificated staff member have a copy?.....
- 004.03C Do seventh and eight grade students participate in
athletic contests? (If applicable)
If so, list each sport and the number of games per sport:

- Do fifth and sixth graders participate?
If yes, include policy in attachments, page 2, Section B
- 008.05C Are copies of the teaching certificates for all teachers
on file in the school office?
- 012.01C What is the ratio of certificated staff to pupils?
- 006.01A Does each school building have a library media area (or areas)
available to students during the entire school day?
Are all library books marked properly?
Are proper cards (subject, title, author) in the card catalog?
Is the Dewey Decimal System used to catalog, mark, and
shelve library/media resources?.....
List the name and the copyright dates of the current encyclopedia sets:

- 004.03A Does the middle school provide instruction in each grade,
each year, in each of the following subject areas?.....
- ____ 004.03A1 Reading
____ 004.03A2 Language Arts
____ 004.03A3 Mathematics
____ 004.03A4 Social Studies
____ 004.03A5 Science
____ 004.03A6 Health
____ 004.03A7 Art
____ 004.03A8 Music
____ 004.03A9 Physical Education

- 004.03B Instruction in Career Education and Educational/Computer Technology
004.04B6 are provided?
- 004.01E Are writing experiences incorporated in all subject areas?.....
- 005.01C What norm-referenced test is being used? _____
Which grades take the test? _____
- 004.04A Does the high school program consist of courses totaling a
minimum of 400 instructional units?
- 004.04B Does the instructional program in grades 9-12 include as a
minimum the following subject fields and the number of
instructional units for each?
- ___ 004.04B1 Language Arts – 60 instructional units
___ 004.04B2 Social Science – 40 instructional units
___ 004.04B3 Mathematics – 40 instructional units
___ 004.04B4 Science – 40 instructional units
___ 004.04B5 Foreign Language – 20 instructional units
___ 004.04B6 Vocational Education and/or Practical Arts – 80 instructional units
___ 004.04B6j Additional college prep courses in lieu of vocational
instruction units.
___ 004.04B7 Personal Health and Physical Fitness – 20 instructional units
___ 004.04B8 Visual and Performing Arts – 40 instructional units
___ 004.01F Computer Education (included in the instructional program)
- 008.03B What is the time assignment (FTE) for the principal? _____
or
008.04A
- 007.05B What is the time assignment (FTE) for the guidance counselor?

- 007.04A1 What is the time assignment (FTE) for library/media staff? _____

007.03A List the name, teaching assignment, and endorsement of each teacher: (Please use this chart or attach a separate page)

Teacher	Assignment(s)	Endorsement(s)

What is the percentage of instructional units assigned to teacher holding the appropriate endorsement? %